JOB DESCRIPTION

Job Title: Activity Leader

Department: Programme

Reporting To: Activities Co-ordinator/Programme Manager

Overall Job Purpose:
Barretstown is a residential camp environment which aims to provide children and families affected by serious illness some respite through therapeutic programmes. The Activity Leader role is to provide fun, engaging, challenging and safe activities and entertainments to the campers and families who attend Barretstown via residential programming & virtual engagement.

To provide fun, engaging, challenging and safe activities which fulfil the aims and objectives of Therapeutic Recreation. To contribute positively to the development of the specific activity, evening programmes, theme days, special projects and other activities. To provide support and encouragement to other staff members and to maintain a physically and emotionally safe environment for the participants.

Barretstown Live is a specific programme within the camp programme. Activity Leaders will be expected to contribute positively to the development of both live activities/entertainments and recorded activities/entertainments that will serve campers through a virtual online programme platform.

You will work as part of a high functioning team, ensuring a physically and emotionally safe environment for campers, staff and volunteers. In light of COVID-19, Barretstown staff will be expected to follow strict COVID-19 protocols at all times to protect the health and safety of all staff at Barretstown while also contributing positively to working and living in a shared environment.

Main Responsibilities:

Residential Programming:

Pre-Residential Session Preparation:
• Helping to ensure that all activity areas, cottage areas/facilities are safe, prepared and ready for the campers
• To attend all training and information sessions prior to camper arrival.

Developing and leading a fun, challenging and safe recreational activity programme
• Ensuring activities & activity area is safe & hygienic for the duration of the programme.
• Ensuring the activity is fun, engaging and challenging for the participants and that it meets the aims and objectives of Therapeutic Recreation
• Designing on an individual session basis an age/ability appropriate experiential programme for groups of families, ensuring that the activity is safe & challenging for the individual and for the group where possible
• Developing a resource base of activities that meet the goals and objectives of the programme
• Preparing rainy day/all-weather programmes which can be implemented at short notice
• Evaluating the activity on an ongoing basis and implementing improvements making best use of the available resources
• Keeping an up-to-date activity planning file which includes objectives, inventory records, programme evaluations, lesson plans and ideas
• Acting as a role model, being encouraging, friendly and punctual
Supervision and development of your assigned cottage group

- Being familiar with all information available on the cottage group including the letters the camper medical alert list and other medical information provided by the nursing staff.
- Encouraging camper responsibility for personal hygiene: teeth brushing, regular showers, changing clothes
- Monitoring children’s health on a daily basis: reporting any symptoms (such as sore throat, fever, skin irritation, or any other physical problem) to the medical staff immediately
- Ensuring that camp property is respected and does not go missing
- Facilitating camper’s choice time (free flow, crazy & lazy, special day)
- Ensuring that the cottage is a physically and emotionally safe environment for the campers at all times
- Being present in the cottage after Evening Programme, at mealtimes and any other free time throughout the day when possible – ensuring full integration with the cottage.
- Assisting with Cottage Night Watch whenever required.
- Providing regular and positive feedback to both individual campers and the group for their achievements
- Handling group issues in a fair, positive and appropriate manner
- Organizing and facilitating the nightly cottage chat
- Being aware of and sensitive to camper’s personal fears and concerns

Camper Safety

- Being fully aware of all safety and emergency procedures and exercising them appropriately when required
- Ensuring all campers are aware of and understand the safety rules pertinent to each activity
- Being familiar with the camper medical alert list prior to campers arriving at the activity and adapting the activity as appropriate
- Monitoring the weather and changing the activity accordingly
- Being aware of and sensitive to camper’s personal fears and concerns
- Participating actively in and contributing to camp safety training
- Ensuring accident and incident reports are completed accurately and immediately for any occurrence within the activity, and giving the report to the Activities Director/Camp Director upon completion

Safety and Maintenance of Equipment

- Ensuring all equipment is used in a safe manner
- Ensuring a maintenance request form is completed immediately for anything in need of repair which poses a safety risk to campers or staff
- Protecting any equipment within the designated activity from loss, theft or damage
- Completing weekly inventories
- Practicing preventative maintenance and making repairs within your own capability and training
- Developing a sense of respect within campers for the equipment and property
- At the end of each camp, ensuring that the designated activity area is clean, tidy, safe, and ready for the next camp

All Camp Programming

- As part of an activity leader team, plan and lead designated all camp activities including evening programmes, special days, meals, parties etc.
- Being on stage performing skits and leading songs for all camp entertainment programmes
- Assisting with night patrol duties
- Assisting with cottage activities and cottage cover when other duties have been attended to.

Staff Team

- Actively participating in staff training
- Providing a safety briefing for staff and volunteers in the designated activity
- Being present for all staff meetings
- Integrating session staff and interpreters into your programme area and assist them with their questions
- Being supportive of other members of the team
• Undertaking such other duties as may from time to time be required in accordance with the overall purpose of the job
• To abide by and comply with all policies and procedures as laid down by the Company, especially relating to individual areas of responsibility.
• Any other duties as deemed appropriate by the CEO and/or your Manager.

Virtual Camp:
You will work as part of a Activity Leader Team to design, plan, prep and present (virtually) designated camp activities/entertainments for different age groups.

• Ensuring activities are fun, engaging and challenging for the participants (individual and group), and that they meet the aims and objectives of Therapeutic Recreation.
• Developing a recorded and live resource base of activities/entertainments that meet the goals and objectives of the camp programmes.
• Evaluating programmes on an ongoing basis and implementing improvements, making best use of the available resources, whilst being conscious of cost implications.
• Follow the virtual programming guidelines set out by the Support Team on broadcasting and work within structured parameters.
• Ensuring that safety standards and considerations are met at all times, and that all activities and entertainments planned and presented are physically and emotionally safe for participants.
• Act as role model for campers and staff; being encouraging, friendly and punctual at all times.
• Respecting camp property and ensuring all equipment is used in a safe manner.
• At the end of each broadcast, ensuring that the area is clean, tidy, safe, and ready for the next broadcast.
• To attend all staff meetings, continuous training, and information sessions.
• Being supportive and understanding of other members of the team.
• Undertaking other duties which may arise from time to time.
• To abide by and comply with all policies and procedures as laid down by the Company, especially relating to individual areas of responsibility.
• Any other duties as deemed appropriate by the CEO and/or your Manager.

Living on site:

• This is a residential role which may require staff to live at Barretstown for blocked periods of time
• Staff will be expected to stay in assigned teams and follow strict social distancing protocols in line with Barretstown Covid-19 Policy.
• Staff will be assigned their own room for the duration of the contract.
• To promote a harmonious living environment for all and observe good self-care.
• Follow risk assessments, safety protocols, and fill out accident/incident forms whenever necessary.
**Knowledge and Experience:**

**Required**

- Fluent in English.
- Understanding/ experience of childcare/ working with children.
- Understanding/ experience of facilitating activities/ therapeutic based programmes.
- Understanding or willingness to learn presenting and broadcasting and be on camera.
- Understanding of camp culture – appropriate language, ability to DLP, age appropriate content.
- Residential camp experience
- PPS Number and relevant documentation for working in Ireland

**Desired**

- Video editing/recording skills
- Familiarity with OBS Software
- Creative ideas to develop the virtual programme
- Minimum of one full season at camp (Spring, Summer or Autumn)
- Experience in camp entertainment and evening programme planning.